



INSIDE THIS ISSUE

- 1 Updated AOC Website
- 2 New Policy for Motions to Intervene
- 3 E-Transcripts Info
- 4 AlaPay v2 Deployment Makes Progress
- 5 E-Appellate Reminders
- 6 Technology Tip

Volume 3, Issue 7, February 2008

Updated AOC Website

By Tommy Harris, Applications Programming

The AOC website has been updated. Some of the features are:

- Division and Section Information Added (i.e. Judicial College, Court Services and IT, and Finance)
- Website enhancements and corrections
- Updated graphics on the pages to give the website a more appealing look

Other enhancements are coming in the future. Don't forget to view these changes at www.alacourt.gov.



Congratulations to Jim Watkins for becoming AOC's new IT Assistant Director.



Editors
IT Support Team

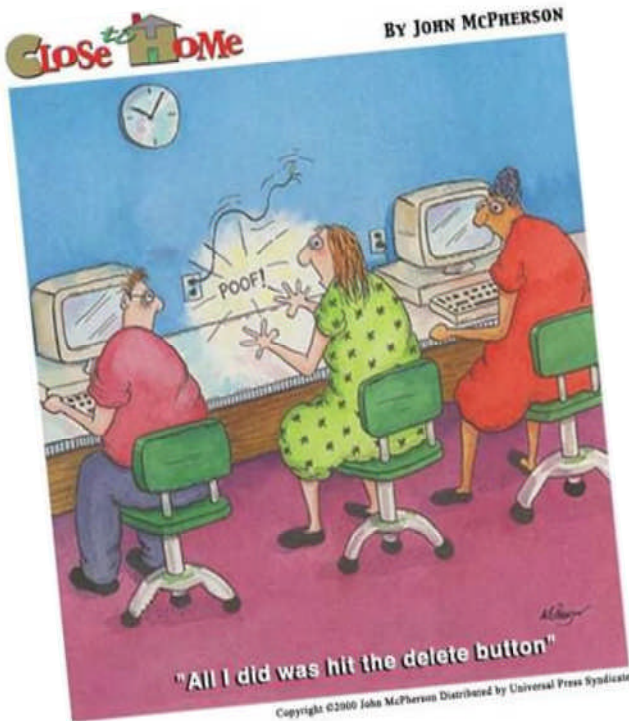


New Policy for Motions to Intervene

By Nathan Wilson, AOC Legal Division

A new policy is being implemented regarding filing fees for Motions to Intervene. Previously, AOC had advised that this \$297 fee should not be charged upfront; rather, AOC recommended that this fee be charged once the judge grants the intervention. After revisiting the issue, AOC feels that this method does not comport with the language of the statute. Section 12-19-75(a) states, in pertinent part, “(a) The filing fees which shall be collected in civil cases shall be... (9) Two hundred ninety-seven dollars (\$297) on a motion or complaint to appear as an intervener or a third party plaintiff in a civil action of the circuit court other than cases filed on the domestic relations docket of the circuit court.” The statute indicates that the fee should be charged and collected at the time the motion (or complaint) is filed. AOC recommends for the clerks to begin charging the fee at the time the motion to intervene is filed. The AlaFile application is in the process of being programmed to charge the fee at the time of the filing. Once the court grants the motion, it is procedurally correct for the intervening party to file a pleading. There should be no fee charged at this time if the \$297 had been paid at the time of the motion.

FUNNIES...



E-Transcripts Info

By Jasmine Jones, IT Support

In order to make the SJIS sentencing screen as accurate as possible, a new field has been added. The CCR field should be marked if the defendant is placed on probation and a condition of that probation is to report to community corrections. The DOCC field should be marked if the defendant is sentenced to serve time in community corrections which would otherwise be served in Department of Corrections.

Pursuant to Alabama's Community Punishment and Corrections Act

(§15-18-170 et seq.), a judge may sentence an eligible offender directly to a community corrections program as an alternative to prison, as a part of or in conjunction with a split sentence, or as a condition of probation. The duration of the sentence for an offender that is sentenced to a community-based program can be for "any period of time up to the maximum sentence within the appropriate sentence range for the particular offense," taking into consideration that the participation level may not exceed the program's maximum capacity limit. *(Excerpt from the Alabama Sentencing Commission 2007 Report)*

When you mark these fields in SJIS, please note that this info will be displayed under the provisions tab of E-Transcripts.

An updated version of the E-Transcripts Manual is now available on the E-Transcripts website under the Training tab. It can also be viewed under the Manuals link when you log into <http://training.alacourt.gov> website.

Some of the added entries include explanations to the following questions on E-Transcripts:

- **"Does this sentence information pertain to all charges? Y or N"**

This question refers only to the charges for the case that the transcript is being prepared for. This is only for the case that you are currently processing. If the case has multiple charges the sentencing information and the Provisions are the same (identical) for each count. Alabama Department of Corrections will only need one set of sentencing information and one set of Provisions on the transcript.

- **"Concurrent with Everything? Y or N"**

This question pertains to any and all cases that the defendant has. It may be cases that the defendant is already serving or pending cases. Is this case concurrent with all other cases?

- **"Concurrent with All Counts? Y or N"**

This question refers to multiple counts within the case that is being processed; but only within this case. Are the counts for this case concurrent to each other?

- **"Can we recall an accepted transcript electronically?"**

Currently, recalls to **accepted** transcripts can not be handled electronically. Per ADOC, the procedure is the same as if you were recalling a paper transcript. You will need to send ADOC something in writing indicating the defendant's name, case number, etc., and the reason you are recalling it.

- **"How do we handle Probation Revocation Orders?"**

Please enter and post the e-transcript on cases with Probation Revocation Orders. However, ADOC does not need the copy of the court order unless you choose to attach it to the e-transcript. Do not send the hard copy of the order to ADOC.

There are several other additions to the manual. Be sure to check out these updates as soon as possible.

The screenshot shows the SJIS sentencing screen with the following fields and options:

- AR05** (green text)
- CRIMINAL SENTENCE** (blue text)
- COUNTY:** (blue text)
- ACR05** (blue text)
- ACTION:** (blue text)
- CASE:** (blue text)
- JID:** (blue text)
- DEFSTS:** (blue text)
- CONFID:** (blue text)
- NAME:** (blue text)
- CA:** (blue text)
- SENT:** (blue text)
- BEGIN:** (blue text)
- END:** (blue text)
- PRBBEG:** (blue text)
- PRBREV:** (blue text)
- IMP CONF --- SUSP CONF -- TOTL CONF ----- JAIL CRED -- PROBATION -- LICN SUSP** (blue text)
- MONETARY:** (blue text)
- COST** (blue text)
- FINE** (blue text)
- IMP:** (blue text)
- SUSP:** (blue text)
- CVCC** (blue text)
- HIST** (blue text)
- WCCS** (blue text)
- MCOS** (blue text)
- JFEE** (blue text)
- DRGF** (blue text)
- ASUS** (blue text)
- WCDA** (blue text)
- REMB** (blue text)
- 3CVC** (blue text)
- WARR** (blue text)
- USFE** (blue text)
- PREL** (blue text)
- DRUG** (blue text)
- RCUP** (blue text)
- SUBP** (blue text)
- CRIMEF** (blue text)
- RES1** (blue text)
- RES2** (blue text)
- RES3** (blue text)
- RES4** (blue text)
- RES5** (blue text)
- RES6** (blue text)
- CONFINE:** (blue text)
- PENT** (blue text)
- LIFE** (blue text)
- LWOP** (blue text)
- DEATH** (blue text)
- SPLIT** (blue text)
- BOOT** (blue text)
- EMON** (blue text)
- JAIL** (blue text)
- CCUR** (blue text)
- CSEC** (blue text)
- CTERM** (blue text)
- RVSP** (blue text)
- GANG** (blue text)
- PROGRAMS:** (blue text)
- JDVR** (blue text)
- IPROB** (blue text)
- ASCH** (blue text)
- DUI** (blue text)
- DDC** (blue text)
- CSV** (blue text)
- SAPP** (blue text)
- CCR** (blue text)
- PTL** (blue text)
- BCSCH** (blue text)
- MNTL** (blue text)
- CRO** (blue text)
- ASCH** (blue text)
- ANGER** (blue text)
- DRCT** (blue text)
- DOCC** (blue text)
- ENHANCED:** (blue text)
- PROJ** (blue text)
- CNOT** (blue text)
- SCH** (blue text)
- VDOB** (blue text)
- HOOF** (blue text)
- DRUG** (blue text)
- CODE:** (blue text)
- MEAS:** (blue text)
- VOL:** (blue text)
- SEC/CUR:** (blue text)
- COMMENT:** (blue text)

A red box highlights the **CCR** and **DOCC** fields, with a red arrow pointing to them.

By Brenda Tadlock – IT Support

AlaPay v2

Legend: Blue (1) to Red (5+)

Counties and values (Reorder marked with +):

- Lauderdale-41 (2)
- Colbert-20 (1)
- Franklin-33 (1)
- Marion-48 (1)
- Lamar-40 (1)
- Pickens-64 (1)
- Greene-36 (1)
- Sumter-80 (1)
- Choctaw-16 (1)
- Washington-86 (1)
- Mobile-02 (1)
- Baldwin-06 (1)
- Lawrence-42 (1)
- Winston-87 (1)
- Walker-32 (1)
- Fayette-32 (1)
- Shenandoah-01 (1)
- Jefferson-05 (1)
- De Kalb-23 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-68 (1)
- Blount-03 (1)
- St. Clair-69 (1)
- Shelby-68 (1)
- De Kalb-23 (1)
- Cherokee-13 (1)
- Calhoun-11 (1)
- Cleburne-18 (1)
- Randolph-68 (1)
- Chambers-12 (1)
- Lee-43 (1)
- Russell-57 (1)
- Barbour-08 (1)
- Henry-37 (1)
- Houston-88 (1)
- Geneva-04 (1)
- Covington-20 (1)
- Conners-21 (1)
- Essex-30 (1)
- Butler-10 (1)
- Lowndes-46 (1)
- Dallas-27 (1)
- Marengo-43 (1)
- Wilcox-88 (1)
- Clarke-18 (1)
- Monroe-61 (1)
- Montgomery-03 (1)
- Macon-48 (1)
- Bullock-09 (1)
- Pike-66 (1)
- Dale-28 (1)
- Clay-17 (1)
- Chilton-14 (1)
- Coosa-22 (1)
- Tallapoosa-02 (1)
- Elmore-29 (1)
- Autauga-04 (1)
- Perry-63 (1)
- Hale-38 (1)
- Bibb-07 (1)
- Tuscaloosa-83 (1)
- Shelby-

1. Convenience – Gives the Customer a Choice
2. Additional Revenue generated for the Clerk's Fund
3. Internal Control - Clerk's Office is not dealing with cash and the challenges sometimes associated with cash (i.e. time consumed counting money, receipt of counterfeit bills, distribution of needed change).



E-Appellate Reminders

By Joey Hunt, IT Support

We would like to remind all appeal clerks of the following:

- The Record on appeal should be assembled in the following order: Jacket, Clerks Record, Court Reporters Transcript, Certificate of Completion, and the Index.
- Be sure that any exhibits that belong with the Record on Appeal are attached at the end of the clerk's record.

Thanks to everyone for complying with the new rule changes.




Technology Tip

By Court Services and IT

[Locate all your unread messages in Outlook in a snap \(Outlook 2003\)](#)

You may receive so many emails on a daily or weekly basis that you lose track of them all. You may even skip over some without reading them. Here's an easy way to locate all of your unread messages within a folder quickly. To do so, click on the Mail icon in the Navigation Pane, and then click the plus sign (+) in front of the Search Folders folder in the All Mail Folders List. Next, click on the Unread Mail folder to view all of your unread messages. This technique displays all of your unread messages regardless of their location.



Equipment News Flash!!!

Do you have equipment (PC's, Printers, Scanners, etc.) that you've received that needs to be installed? Do you have a general 'How-To' question or just need assistance?

Well, Help is only an email or a Phone Call away!

Please contact Court Services IT HelpDesk at 1-866-954-9411 Option 1, then Option 1 or Email us at PCHelp@alacourt.gov

Thank you,
Court Services IT HelpDesk



"Need Application HELP?"

For all of your Application Questions, please contact IT Support at

ApplicationSupport@alacourt.gov

For Faster Service, please include the Application you need assistance with in the Subject line.

Or call us at

1-866-954-9411 Option 1, then Option 5



Need SJIS Help?

For assistance with all SJIS related issues such as all entry, printing, data transfer, employee access, and output issues please contact the SJIS HelpDesk at:

SJISHelpDesk@alacourt.gov

or call us at 1-866-954-9411
Option 1, then Option 3